

Freedom of Information Act Request

You may request a copy of a document if it is not exempt as specified in the Freedom of Information Act (FOIA).

Date Requested _____

Name _____

Address _____
Street City State Zip

I, the requester, am not requesting documents related to any civil action against the City in which I am a party, or by the City against myself, and I am not acting on behalf of such a party involving the records I am requesting at this time. I agree to pay all allowable fees.

Requester's Signature

Requester's Phone Number

Request Description (please print)

Describe, with specificity, the document(s) you are requesting. If you are not sufficiently specific, it may be impossible to identify the document(s) you request.

You may pick up the document(s) requested or have them mailed or emailed to you following review and approval. FOIA requests can take up to five business days to complete. According to the MI Attorney General Opinion No. 5500(n) and the City of Ann Arbor Administrative Policy #104, the five-day response provision begins the day after the public body has received the request. Under unusual circumstances, such as a large number of public records that must be retrieved or searched, the City may, within the five business days after the day the request is received, issue a notice extending the request for not more than ten business days.

Will pick up Please mail Please email _____

You will be charged the allowable fees under FOIA, unless you provide documentation showing that you, the requester, are receiving public assistance or other facts showing inability to pay due to indigence. If you have any questions, contact the city clerk at (734)794-6140 or via email at cityclerk@a2gov.org.